



City of Newport Beach, CA
City Manager's Newsletter

TO: Mayor Henn & Council Members
FROM: Dave Kiff, City Manager
DATE: May 20, 2011

Please enjoy the attached newsletters...



ADMINISTRATIVE SERVICES DEPARTMENT

ACCOUNTING • OMB • IT • FINANCE & TREASURY • REVENUE

May 20, 2011

TO: DAVE KIFF, CITY MANAGER

FROM: Tracy McCraner, Administrative Services Director/Treasurer

SUBJECT: CITY MANAGER'S NEWSLETTER

Tracy McCraner

QUARTERLY BUSINESS REPORT (QBR)

The quarter ending March 31, 2011 QBR is now available! The quarterly financial status report is included within and gives an update on all things finance. Most notably is that we have proposed a FY 2011-12 "balanced budget" to Council; at the first meeting held during the May 10th study session the focus was on public safety; the next meeting is scheduled for May 24th. Even in difficult financial times our City Manager has once again challenged all departments to re-visit the way we do business. How can we cut back without negatively impacting our service to the community? How can we increase revenues without increasing fees or rates? Well, all departments rose to the challenge and included in the FY 2011-12 budget is approximately \$8 million of expenditure cuts and revenue enhancements. Come to the Council Study Session next Tuesday at 3:00, and participate in the departmental budget overview and CIP budget proposal!

CLOSING DEADLINES

We are once again asking for the assistance and cooperation of all departments to observe the special cut-off dates and procedures relative to purchasing, payment processing, and credit card transactions for the remainder of FY 2010-11. The adherence to these special procedures facilitates year-end closing of financial records. Attached please find a list of the cut-off dates. If you have any questions regarding the closing deadlines, please contact Senior Budget Analyst Susan Giangrande at ext. 3128.

CITY-WIDE TRAINING ON CONTRACTING PROCEDURES

Purchasing and the Office of the City Attorney will be presenting a City-wide training opportunity for all departments to better understand the City's new contracting limits and procedures. The training will be held on Wednesday, June 8, 2011, from 9:00 a.m. to 10:30 a.m. in the Council Chambers. Staff members who participate in the contracting or Request for Proposal processes should be in attendance. We will also review contract templates, so it will be an informative presentation. Department Directors will be asked to provide participant lists. If you have any questions, please contact Senior Buyer Anthony Nguyen at ext. 3080.

TRANSFER OF TREASURER/CONTROLLER RESPONSIBILITIES FOR THE ILJAOC

Most may not even be aware of what ILJAOC is. It stands for Integrated Law and Justice Agency for Orange County, a JPA with 26 member agencies. The City has been the repository and provided administrative support for over \$3 million dollars in COPS Grant funding when the ILJ Project was just a Steering Committee prior to the formation as a JPA. Dan Matusiewicz, Deputy Director of Administrative Services, who has graciously provided financial support services as a Treasurer/Controller for the ILJAOC since their formation as a JPA in June of 2006, is relieved to hear of this transfer of duties. The City asked to be relieved of this responsibility and the City of Brea stepped forward to assume responsibility as of July 1, 2011. The City of Newport Beach is still responsible for the FY 2010-2011 audit of the ILJAOC and there will be some overlap over the next few months as the responsibilities are transitioned.

CUSTODIAL SERVICES PROVIDERS TOUR

On May 19th Purchasing staff conducted a tour of City buildings and facilities with 12 representatives of custodial services firms. The firms were pre-qualified as part of the City's Request for Proposal for Citywide custodial services and needed to see the affected buildings and facilities in person before being able to submit accurate proposals. The tour spanned 16 facilities and 7 hours but would not have been possible if not for the help from the Municipal Operations Department, Recreation and Senior Services Department, Library Services Department and Police Department. This cooperation will go a long way toward helping the City select a contractor to consolidate its custodial services.

CITY OF NEWPORT BEACH
ADMINISTRATIVE SERVICES DEPARTMENT
Treasury & Finance · OMB · IT · Revenue · Accounting

DATE: May 18, 2011
TO: DEPARTMENT DIRECTORS
FROM: Tracy McCraner, Administrative Services Director
RE: FY 2010-11 CLOSING DEADLINES

We are again asking the assistance and cooperation of all departments to observe special cut-off dates and procedures relative to purchasing, payment processing, and credit card transactions for the remainder of FY 2010-11. The adherence to these special procedures facilitates year-end closing of financial records.

Friday, June 10, 2011 is the deadline for purchasing goods and services out of the FY 2010-11 budget. Purchasing will make its best good faith effort to convert purchase requisitions into purchase orders (and therefore encumbering FY 2010-11 funds) by June 30, 2011. Departments are asked to anticipate procurement needs and submit their final FY 2010-11 requisitions prior to the deadline. The earlier the better! Unless specifically authorized by the Administrative Services Director, no additional FY 2010-11 purchase requisitions will be accepted after June 10, 2011.

Sunday, June 19, 2011 is the deadline for purchases charged to FY 2010-11 using a City Credit Card. All purchases made on June 20, 2011 or thereafter will be invoiced on the July 2011 Statement and charged to the FY 2011-12 budget.

Thursday, June 30, 2011 is the deadline to submit signed legal contracts as a FY 2010-11 contract encumbrance. It is also the cutoff to receive goods or services that can be subsequently charged as a FY 2010-11 expenditure. Goods and services received after June 30, 2011 will be recorded as expenditure in FY 2011-12. If a good or service received after June 30, 2011 was encumbered through a purchase order or valid contract prior to June 30, 2011, the related FY 2010-11 budget (if available) will be rolled forward to FY 2011-12 for expenditure in FY 2011-12.

All Invoices and Payment Authorizations processed after June 30, 2010 should be clearly labeled "FY 2010-11" or "FY 2011-12." It is important to note that *the DATE THE SERVICE IS RECEIVED* -or- *the DATE THE GOOD IS DELIVERED* is the determining factor which mandates whether an invoice should be marked FY 2010-11 or FY 2011-12. For example, an invoice dated in July, for goods DELIVERED prior to June 30, 2011, should be highlighted as "FY 2010-11" and conversely, an invoice for an item ordered in June, but RECEIVED after June 30, 2011, should be marked "FY 2011-12." Do not combine FY 2010-11 & FY 2011-12 requests on one Payment Authorization or Petty Cash – keep each fiscal year separate.

August 1, 2011 will be the last day invoices can be turned in for FY 2010-11 payment. Encumbrances will be rolled over on August 10, 2011, so it is important to present all FY 2010-11 invoices to Accounts Payable for payment by August 1st. Please contact vendors if necessary.

Your assistance and cooperation in observing these deadlines and procedures is most appreciated. If you or your staff have any questions regarding the fiscal deadlines, please contact Susan Giangrande at x3128.



COMMUNITY DEVELOPMENT DEPARTMENT

To: Dave Kiff, City Manager
From: Dana Smith, Assistant City Manager
Subject: City Manager's Newsletter
Date: May 20, 2011

Community Development Department Document Scanning Request for Proposals

The Community Development Department (CDD) released a Request for Proposals (RFP) for Document Scanning & Indexing Services on May 10, 2011 and will close on May 24, 2011. The CDD is seeking a document imaging vendor(s) to continue with the archiving of microfiche and paper documents in both the Building and Planning Divisions. This includes an inventory of all CDD files and projects and verifying against the City's Records Retention Policy to determine which documents need to be digitally archived or permanently stored off-site.

It is the goal of the CDD to have most of this project completed by the end of the 2011 calendar year in preparation for the move to the new City Hall in 2012.

Planning Division

Community Development Block Grant (CDBG)

On April 26, 2011, the City Council adopted the 2011-2012 Action Plan, which serves as the annual application to the U.S. Department of Housing and Urban Development (HUD) for CDBG funding. The Action Plan contains a list of activities the City will assist with CDBG funds during the upcoming 2010-2011 fiscal year. The City anticipated receiving an entitlement grant of \$385,189 and the Action Plan was developed based upon this estimate. HUD has informed the City that the CDBG program will be reduced and they estimate that the City will receive only \$323,770. All of the approved public service activities with the exception of fair housing services will be reduced proportionately. Funds available for program administration and planned ADA improvements to sidewalks will also be reduced.

CEQA Beyond the Basics Training Session

On May 5, 2011, Planning Division staff attended a training session at the City of Anaheim regarding the California Environmental Quality Act (CEQA). The training focused on Environmental Impact Reports (EIR's) and informed attendees of some of the finer points of making environmental determinations and recommendations. It also provided ideas for the best approach on how to process applications that qualify as a project under CEQA. Planning staff

appreciated the information regarding when CEQA exemption classes apply and how to discern between ministerial and discretionary actions for historical properties.

Public Information Update

Working with staff from the Office of the City Attorney and Code Enforcement, the Planning Division posted a new and improved chart on the City's website regarding City-Authorized Recovery Facilities within the City. The chart can be reviewed on the website at the following link: <http://newportbeachca.gov/index.aspx?page=1571>. Positive input and kudos were received by staff quickly after the new chart was posted.

New Applications

The following applications were received by the Planning Division:

- Staff Approval (341 Hazel Drive) - Request for a determination that the replacement of an existing six-foot-high wood fence with a new six-foot-high block wall is in substantial conformance with Modification Permit No. 217, approved August 4, 1970. The block wall encroaches 10 feet into the required 10-foot front setback along Poppy Avenue.

Quick Hits

Staff received a telephone call inquiring about converting an office building in Mariner's Mile into a hotel. Staff informed the customer that the project would require a conditional use permit.

A realtor contacted the public counter to inquire about setbacks and height limits for a property on Altura Drive. Staff provided the requested information and also provided additional development standards for the area.

An architect contacted the public counter for clarification regarding the open volume requirement for residential development. Staff explained the requirement and helped the architect determine the amount of open volume required on a specific lot in the R-1 (single-unit residential) Zoning District.

Planning Division staff met with the developers of property located at 3355 Via Lido to review conceptual plans for development of a new multi-unit residential project on the site. A second, follow-up meeting was held with the developers to provide feedback related to the project before a formal submittal is made, and discuss issues related to the project that could be avoided.

Kudos

Community Development Department counter staff provided service to a customer trying to pull an air conditioner unit permit. He was having difficulty with his drawings and staff held his hand along the way knowing that these plans and calculation requirements can be confusing. Staff's services to this customer ranged from going over each calculation to helping with the copy machine and compiling the plans. After half an hour, he received his permit. As he was walking out, he told the Acting Planning Director what great services the Department provided and that he was so grateful for staff's help, which was a level of service he had not experienced in other cities.



This photo was taken of the Frog House Surf Shop after City Council passed to a second reading the approval of the Zone Code Amendment to maintain the surf shop use.

Code Enforcement Division

Real Estate Signs

Code Enforcement staff regularly receive questions and complaints regarding real estate signs from residents and real estate agents. For this reason, staff thought it would be helpful to provide some information about the rules and regulations of these signs.

- One real estate sign, no larger than 216 sq. inches (1 ft. x 1.5 ft), is permitted per lot.
- No flags, pennants, balloons, or other attention attracting devices shall be displayed.
- During an "Open House" one additional real estate sign may be place out on the property and up to three off site signs may be posted.
- Signs may not be attached to any public property.
- Signs shall not be posted in medians; or interfere with or impede pedestrian, bicycle, or vehicular traffic.



If you have any questions concerning these or other requirements for real estate signs, please contact the Code Enforcement Division at (949) 644-3215 or visit the City's website at www.newportbeachca.gov.

Appeal Hearing

On May 16, Code Enforcement Supervisor Matt Cosylion and Code Enforcement Officer Cassi Palmer represented the City at an appeal hearing for an administrative citation issued as part of a code enforcement case. The case involved a salvage company operating from a residential property in violation of the City's home occupation ordinance and the land use regulations for the specific residential district.

CEO Palmer did an excellent job of presenting the facts of the case to the hearing officer as well as explaining the relevant sections of the Municipal Code to the hearing officer and the appellant.

Kudos

Below is an email from a resident who was extremely satisfied with the Code Enforcement Division's response to her complaint.

From: YANA
Sent: Thursday, May 12, 2011 11:07 AM
To: Palmer, Cassi
Subject: Re: Bees & rats
LONG LIVE CODE ENFORCEMENT IN NEWPORT BEACH!

Your action worked. After 3 decades most of the junk from my neighbor's driveway is gone and the sixteen garbage cans are finally empty (at least for now).
I greatly appreciate your swift involvement of which I am the primary beneficiary, but which, in a larger sense, benefits everybody in this great city.

With sincere gratitude,
Yana

Attachments



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT Building Division

BUILDING DIVISION REVENUE REPORT - MONTH OF APRIL 2011

Current Month	Previous Month	FY to Date	Previous FY to Date
\$310,029.24	\$418,540.18	\$3,835,715.68	\$3,123,500.00

FIRE DEPARTMENT REVENUE *

\$7,753.39	\$7,363.06	\$93,165.24	\$64,410.00
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DETAILED BREAKDOWN

Breakdown	Number	Revenue
Plan Check (Building) 5023, 2900-5002	207	\$109,950.37
Plan Check (Energy) 2900-5017		\$7,498.61
Plan Check (Disabled) 2900-5018		\$4,427.80
Plan Check (Grading) 2900-5004		\$4,469.60
Plan Check (Harbor) 2900-4627		\$1,000.55
Building/Combination Permits 2900-4610	233	\$113,481.66
Grading Permits 2900-4614	**	\$13,012.24
Electrical Permits 2900-4612	** 43	\$14,510.10
Plumbing Permits 2900-4616	** 37	\$11,354.15
Mechanical Permits 2900-4618	** 23	\$8,471.66
Pool/Spa Permits 2900-4622	12	\$5,608.50
Harbor Permits 2900-4628	5	\$1,229.10
Residential Building Records 2900-5005	96	\$13,620.00
Misc. 4621, 4858, 5001, 5019, 5021, 5228, 2900-5008		\$1,394.90
Plan Check (Fire) * 2330-5055		\$4,184.28
Fire Permits * 2330-5057	39	\$3,569.11

* Plan Check and inspections of fire sprinklers & fire alarm is performed cooperatively with Fire Prevention Bureau

** Additional permits issued as part of combination permits

	Current Month	Previous Month	Fiscal Year To Date	Previous FY To Date
Total Inspections (Including items listed below)	2,601	2,822	25,288	24,342
RBR Insp.'s	65	82	804	1,181
Insp.'s Related to Complaints	134	141	1,742	2,390
Building Code Enforcement	0	2	9	98


Faisal Jurdi, Deputy Building Official

3300 Newport Boulevard · Post Office Box 1768 · Newport Beach, California 92658-8915
Telephone: (949) 644-3275 · Fax: (949) 644-3250 · Website: www.newportbeachca.gov/building
e-mail: cnb_blg@newportbeachca.gov



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT Building Division

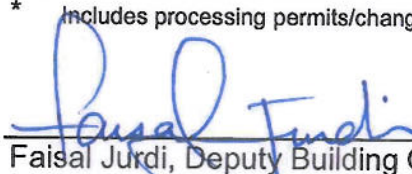
CONSTRUCTION ACTIVITY REPORT - MONTH OF APRIL 2011

	Current Month	Previous Month	Fiscal Year To Date	Previous FY To Date
Total Valuation:	\$14,317,164	\$22,411,221	\$253,379,260	\$133,215,018
Building/Combo Permits:	233	297	2,466	2,087
Total Permits:	392	530	4,497	3,736
Plan Submittals:	207	245	1,973	1,752

BUILDING PERMITS ISSUED

	Number	Valuation	Dwelling Units
One-Family Buildings	4	\$3,556,900	4
Non Residential Building	1	\$204,600	
Patios/Decks/Trellis	4	\$63,575	
Pools/Spas	12	\$362,200	
Harbor	5	\$66,000	
Residential Additions/Alterations	115	\$4,718,947	
Commercial Additions/Alterations	28	\$4,231,068	
Fire Sprinkler/Alarms/Misc.	39	\$206,748	
Demolitions:			
One-Family Buildings	5	\$32,800	(5)
Two-Family Buildings	1	\$9,000	(2)
Other Than Dwelling	3	\$4,700	
Miscellaneous:			
Re-roofs (39)			
Fences/Retaining Walls (10)	72	\$860,626	
Signs/Banners (5)			
* Misc. (18)			
TOTALS:	289	\$14,317,164	(3)

* Includes processing permits/change of contractor/fire damage repair/deck dry-rot repair


Faisal Jurdi, Deputy Building Official



**Newport Beach Fire Department
Office of the Fire Chief**

DATE: May 20, 2011
TO: Dave Kiff, City Manager
FROM: Mike Morgan, Fire Chief
SUBJECT: CITY MANAGER'S NEWSLETTER

Centennial Bulletins

Retired Firefighter Mike Novak has been busy working on Centennial Bulletins regarding the history of the Newport Beach Fire Department. He has been sending weekly bulletins with photos and interesting historical information for the past six weeks. The can all be viewed by going to our website at

<http://www.newportbeachca.gov/index.aspx?page=1819> . There are currently ones on the following subjects:

- The Volunteer Years
- Paid Department
- Lifeguards-The Early Years
- Early Recordkeeping
- Badges Over the Years
- First Fire Engine
- Antique Fire Engine Restoration
- T-shirt Logos
- The Roaring 20s

He will continue to produce these over the next year, so we encourage you to check the website often for new ones. Or "Like" us on Facebook and we will update you as the new ones become available.

NEWPORT BEACH FIRE DEPARTMENT
100 YEARS OF SAFETY, SERVICE, PROFESSIONALISM AND HISTORY

THE NEWPORT BEACH FIRE DEPARTMENT: 100 YEARS

This year, the Newport Beach Fire Department is celebrating its 100th Anniversary. Over the next few months, we will be sending out a series of Centennial Historical Bulletins to commemorate the Centennial.

These bulletins, like the examples pictured here, will use photographs and text to present the department's history in a new and interesting way.

The first bulletin, covering the volunteer years from 1910 to 1927, will be the longest. Future bulletins will cover important milestones in the history of the department, major fires, fire apparatus through the years, then and now photos, little known facts and a bit of trivia.

In addition, bulletins will look at some of the present day activities Newport Beach firefighters are involved in, including charitable events and hosting the upcoming California Firefighters Summer Olympics.

We hope that everyone, from NBFD members, C.F.R.T. volunteers and Newport Beach city employees, to libraries and those citizens outside the city who have shown an interest, will find something informative and entertaining in this series of historical essays.

Please note: These emails will feature the subject heading, *NBFD Centennial Historical Bulletin*. They will be sent out on Tuesdays and Thursdays.

Enjoy.

Supplies Donated for CERT



On May 12th, Chartis Insurance donated over \$5000 worth of disaster preparedness supplies to the Newport Beach CERT program. The donated supplies included latex gloves, masks, goggles, gauze and other medical supplies. The donated supplies will be used for CERT classes and to add to the City's cache of disaster supplies. A special thanks goes out to The Ritz Companies for delivering the supplies.

(Pictured: Matt Brisbois and the Donated Supplies)

Firefighters BBQ

The Firefighters' Association has a busy week planned for their BBQ. They will begin BBQ-ing on Wednesday at the Employee Awards, cooking for 400 city employees. Then, off to the re-opening of the Beek Center on Balboa Island on Friday night. After cooking dinner on Friday, they will be off to cook lunch at Castaways Park on Saturday. Then on Sunday they will be cooking at the Relay for Life. So please stop by any of the events to try some of the delicious cooking.



Large Surf Expected

Lifeguards have been busy with a large south-west swell and all of the media that goes along with it. Large 8-12 foot sets have been consistent up and down the beach, with 20 foot sets occurring at the Wedge. The surf is large enough to break in the harbor entrance, where some surfers are riding the unusual waves. Lifeguards will be increasing staffing appropriately throughout the swell.



= CITY OF

NEWPORT BEACH

HUMAN RESOURCES DEPARTMENT CITY MANAGER'S NEWSLETTER

DATE: May 20, 2011

TO: Dave Kiff, City Manager

FROM: Terri L. Cassidy, Director of Human Resources

SUBJECT: News from HR and Risk Management

JLC

EMPLOYEES RECOGNITION & SERVICE AWARDS EVENT

This year's event, held on Wednesday, May 18, at Bonita Creek Park, demonstrated that you do not need to have a lot of money to have fun; all you need is a positive spirit, decent weather, a group of friendly, hard-working City employees and some tasty, all-American barbecue (donated by our very own Fire Department). Mayor Henn kicked off the event with a warm expression of gratitude for the City employees, followed by the comedy relief of Sean Levin and Scott Williamson, Recreation & Senior Service Department. HR wants to thank every Committee Member and all of the City employees that contributed their time and effort for the event, especially the Municipal Operations Department, Fire Department, and Recreation & Senior Services. The employees were pleased to have the City Council, Civil Service Board and former City Employee Dorothy Palen in attendance.



DOROTHY PALEN AWARD (EMPLOYEE OF THE YEAR)

Every year, City employees nominate co-workers whom they believe best represents the characteristics of the City's very first Employee of the Year, Dorothy Palen. The criteria is based on Initiative, Integrity, Dependability, Judgment and Cooperation. Once all of the nominees have been submitted to the Human Resources Department, a five-person committee, selected by the HR Director, is composed and they are responsible for narrowing down the nominees to the top-five candidates. For 2010, those candidates were **Celeste Jardine-Haug**, Recreation & Senior Services Department; **Susan Giangrande**, Administrative Services Department; **Melissa Kelly**, Library Services; **Cristal McDonald**, Office of the City Attorney and **Rukshana Virany**, Administrative Services.

Then, City's Executive Management Team reviews background information on all five candidates to determine which one will win this prestigious award. At the Employee Recognition & Service Awards event, May 18, 2011, the Dorothy Palen Award recipient was announced, and the winner was

CELESTE JARDINE-HAUG, SENIOR SERVICES MANAGER Recreation & Senior Services Department



AND, THE 2010 TEAMWORK AWARD GOES TO

THE NEW OASIS SENIOR CENTER PROJECT



CONGRATULATIONS TO ALL OF OUR WINNERS!

California Taxability of Nondependent Adult Child Health Care Premiums

Human Resources recently learned that Governor Edmund G. Brown, Jr. signed AB 36 conforming California state law with federal law (retroactively effective March 30, 2010) to allow tax exclusions or deductions for employers providing health care coverage to dependents under age 27. Therefore, the cost of health premiums for non-dependent adult children will not be subject to California state tax regulations.

This announcement supersedes a notice sent to City employees in February which stated that health care premiums may be subject to California state taxes and the fair market value of these benefits must be included when reporting gross income for state income tax.

Please contact Human Resources at extension 3256 if you have any questions.



LIBRARY SERVICES DEPARTMENT

Library – Cultural Arts



May 20, 2011

To: Dave Kiff, City Manager
From: Cynthia Cowell, Library Services Director
Subject: City Manager's Newsletter

"Too Big to Fail"

The NBPL Foundation hosts a "Sold Out" Distinguished Speakers Lecture Series with Andrew Ross Sorkin, author of *Too Big to Fail: How Wall Street and Washington Fought to Save the Financial System - and Themselves*, this Friday and Saturday at the Central Library. The movie premieres next week on HBO so the lecture has generated a considerable amount of interest. The NBPL Foundation brings an impressive line-up of authors, economists, journalists and theorists each year to the library.



Teen Spirit

The Newport Beach Independent published a nice article about the Teen Center and teen programs in Jill Fale's "Paige Turner" column last Friday. Mara Cota provided details on programs and services for teens, as well as information about the Young Adult Advisory Council and the Great Paperback Giveaway, sponsored by the Friends of the Library. As Jill mentions in the column, *Cota's passion is contagious*. You can read the article online at <http://newportindy.com/2011/05/17/library-gets-teen-spirit/>

Changes in Staff Room

Staff has been preparing for the construction wall that will go into the staff workroom during the first week of June. Preparation involves moving supplies and work stations for some staff members. Staff is also preparing for installation of a construction wall at the top of the stairway and strategizing the most efficient ways to redirect customers to the back stairway during the construction.

Volunteer Docent Program

The library is developing a Docent tour program, staffed by volunteers, to introduce new customers to Central Library features, answer questions about the building (especially as relates to the construction), and help customers navigate the building when construction walls go up. We currently have an application up on the website, and Jana Colver will be training volunteers in the next few weeks.

Library A Go Go

The library's Relay for Life team is ready to walk, run and raise money for the American Cancer Society on Saturday. About a dozen library staff members will be participating.

Imagination Celebration – Rain or Shine!

Lots of little painters and creative spirits attended the 2011 Imagination Celebration event at Mariners Library on Sunday, May 15. The event, sponsored by the City Arts Commission, was planned primarily for the park, but due to lots of rain that morning, most of the event was moved to the Jorgensen Room and patio (under canopies) at Mariners Library. By the afternoon the sun was out and the day was beautiful.

Hiep Nguyen was the star of this program, providing a 'Circle Painting Experience' for children and parents. This was the first time several of the participants had actually had the chance to paint and it was fun to see.

Additionally, Don Covell Entertainment provided wonderful, kid-friendly music and it was a fantastic addition. Due to the rain, or the promise of rain, and the fact that many events were planned for this weekend, attendance was not as huge as staff had expected. But the participants seemed to enjoy the event very much.



Many thanks go out to the staff at Mariners Library (Heather and Leila) for coordinating a fun Frisbee and butterfly-coloring project. Additional thanks to Eddie Flores and Eric Foley for helping with materials transport and for assisting at the event.

Newport Beach Sister City Association

The Newport Beach Sister City Association will meet for their regular monthly meeting on Thursday evening at Central Library from 6:30-8:00pm. The group has a great deal to discuss, including the upcoming student exchange with Okazaki, Japan. Current president, Liddy Paulsen has offered her email address and phone number for the upcoming issue of the Newport Navigator for further information on each of Newport's Sister Cities: Okazaki, Japan; Antibes, France and Ensenada, Mexico.



MUNICIPAL OPERATIONS DEPARTMENT

May 20, 2011

TO: Dave Kiff, City Manager
FROM: Mark Harmon, Municipal Operations Director
SUBJECT: City Manager's Newsletter

AMR Meters Improve Customer Service

The Customer Service Division recently installed 20 new AMR (automatic meter reader) meters along the 1000 block of Bayside Drive. These new meters allow the crew to be more efficient by increasing reading accuracy while reducing reading time. The meters are also equipped with data loggers to capture hourly or daily usage. This historical data is valuable when analyzing water consumption reports as part of free high water bill audits.



School Park Talk

Students from Newport Heights Elementary had the chance to hear first-hand how a park is built when staff visited last Friday. The sixth graders learned about planning, construction, maintenance, and balancing public input from Public Works Director Steve Badum, Assistant to the City Manager Rob Houston, and Administrative Manager Maurice Turner. This discussion was just one part of their assignment to take them through the process of "building" a new city park.



Mr. Turner,

Thank you for coming to my school and helping our class further understand the preparations that go into making a park and all the work that has to be done. I think it is really cool how good you keep the parks in our area clean once they have been built. I personally thank you for the job you because I use public parks often for sports. Without you our parks would be messy, and no one would be able to enjoy all of the parks attractions it has to offer. I really appreciate all that you helped us learn and it will really help us for our project.

With Gratitude,

Cole Wright

Sloan Valve Training

Last week, 12 staff members from Operations Support Division attended a free Sloan Valve training class presented by a Product Training Instructor from the Sloan Valve Company. The training is a valuable tool for our staff and crew members who maintain City restroom facilities. The class focused on manual and automatic flushing systems, how they operate, and how to properly repair them. This 1.5-hour training has provided our crew members with added knowledge on how to repair more troublesome valves in the future, and will allow City staff to perform minor repairs on the valves instead of calling a plumber.

MMASC Annual Conference

The Annual Conference of the Municipal Management Association of Southern California was held in San Diego earlier this month and proved to be one of the most successful events in recent memory. Administrative Manager Maurice Turner represented the City as association Secretary and as Chair of the Communication & Marketing committee. The conference theme “Wake Up!: The New Realities of Local Government” struck a chord with attendees who heard speakers discuss the topics of community engagement, transparency in local government, and climbing the curvy career ladder. The message was clear – the profession of public service needs individuals committed to rebuilding it and organizations must become more efficient to take PERS obligations head-on.



The conference program and presentations are available at mmasc.org.

New Dock at Back Bay Science Center



Despite the stormy winter weather, the State Department of Fish & Game has completed construction of its new dock. The new dock has a deeper landing and safer gangway. What you can't see is the entirely new bulkhead and extensive dredging that provides additional clearance for boats. The dock is a critical aspect of the DFG efforts at the center that include the monthly Marine Life Inventory of Back Bay and other educational programming for local students.

While maintenance of the facility is coordinated by the City and the costs shared amongst the partner agencies, improvements such as this are completed within the individual budgets of the County of Orange, State Department of Fish & Game, and University of California, Irvine.



NEWPORT BEACH POLICE DEPARTMENT

May 20, 2011

TO: Dave Kiff, City Manager
FROM: Jay R. Johnson, Chief of Police
SUBJECT: NEWSLETTER

Special Olympics Torch Run



On Thursday, June 2, several members of the Police Department will participate in the annual Special Olympics Torch Run. The event is completed every year to help raise awareness and funding for the Special Olympics. This year, more than 85,000 law enforcement officers from across 35 nations are expected to participate in the run. In the State of California, a total of 3,500 officers are expected to run 1,500 miles through 200 communities. Officers representing many law enforcement agencies throughout the State collected donations for their participation. They were sponsored by civic groups, local businesses, and generous friends. All monies raised by law enforcement personnel go to the Special Olympics and are directed towards program support and development, expenses for athlete participation in local, regional, state, and international competitions, and training workshops and conferences.

Each year the torch is carried into our City along Pacific Coast Highway by runners from the Laguna Beach Police Department. The torch is handed off to runners from the Newport Beach Police Department at Newport Coast Drive. The torch is then carried by the running team along Pacific Coast Highway and up Dover Drive, where it is handed off to members of the Costa Mesa Police Department. Depicted in the photo above are last year's participants from the Newport Beach and Laguna Beach Police Departments.

Call Taker of the Year Award



In 2009, our Senior Dispatchers created the Call Taker of the Year Award. This has become an annual event to recognize the Dispatcher who answers the highest number of calls in a one-year period. The recipient receives a trophy for their efforts, as well as earning bragging rights. This year, the recipient of the coveted award was presented to Dispatcher Brian Eberhardt, pictured with Chief Jay Johnson. In 2010, Brian answered 33,458 telephone calls. Congratulations Brian, and keep up the great work!

Reducing Vehicle Crime

In addition to the City of Newport Beach being a popular tourist attraction, it tends to lure criminal predators who prey on removing valuables from unlocked parked vehicles. Crime Prevention Specialist Andi Querry has been reaching out to the Community in an effort to provide recommendations and tips on how to protect yourself and your vehicle. When a specific neighborhood in the City is experiencing thefts and burglaries from their vehicles, Andi coordinates the distribution of crime prevention door hangers to the affected area residents.



Please help us reduce vehicle crime within your Community by taking the following crime prevention steps:

1. Lock and secure all doors and windows, even if you are gone for only a few minutes.
2. Do not leave valuables in your vehicle. If you cannot take them with you, conceal them from view.
3. When parking outside of your garage, treat your garage door opener as if it were a key to your home, and remove it from your vehicle.
4. If your vehicle has an alarm, activate it!
5. Always park your vehicle in a well lit area.

Jay R. Johnson
CHIEF OF POLICE



To: Dave Kiff, City Manager

From: Laura Detweiler, Recreation & Senior Services Director

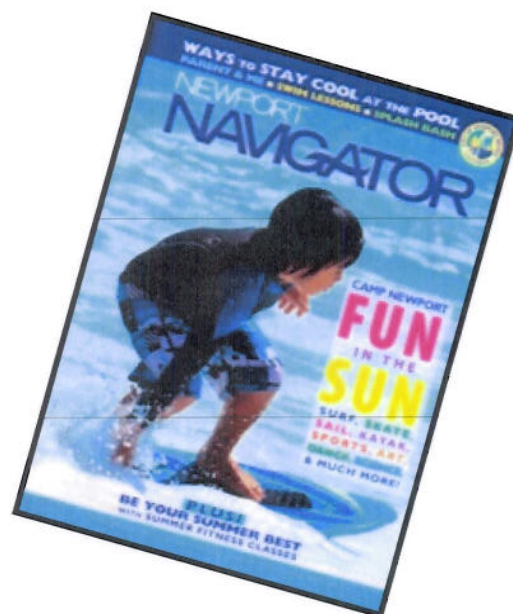
Date: May 20, 2011

SUMMER OF FUN IN NEWPORT BEACH

The summer edition of the *Newport Navigator* will be mailed to residents on May 23 with summer class registration on May 26. The digital version of [Newport Navigator](#) is located on the City's homepage.

New classes and camps this summer include:

- Surf and Fun offered by Newport Surf Camp
- Youth Stand Up Paddle Camp offered by Newport Aquatic Center
- USC Futbol Academy - Training for Champions offered by USC Futbol Coaches
- Prehistoric Adventures
- GLEE Camp directed by Edutainment Arts
- Bridge the Gap Summer Camp for Kindergarten -1st grade, directed by Beginner Blocks
- Baking and Pastry Arts Camp directed by Erika Sauber Benveniste
- Girls Basketball Camp directed by Trifytt Sports.



SATURDAY ON THE GREEN

The Newport Harbor Lawn Bowling Club hosted "Saturday on the Green" on May 7. The lawn bowling open house was open to the public and enjoyed free lawn bowling lessons and a BBQ lunch!





CITY FRIDAY NIGHT LIGHTS FLAG FOOTBALL

The following email was received congratulating Recreation staff on a job well done!!

From: Tom Thompson
Sent: Monday, May 02, 2011 1:45 PM
To: Detweiler, Laura
Cc: Williamson, Scott; Harmon, Jonathon; Ethan Machado
Subject: Corrected Version - Friday Night Flag Football

May 2, 2011

Tom Thompson
Newport Coast, CA 92657

Ms. Laura Detweiler
Recreation & Senior Services Director
City of Newport Beach

Re. Scott Williamson
Jonathon Harmon
Ethan Machado

Dear Ms. Detweiler:

My son Hayden finished his 4th and final year of playing in the Newport Beach City Friday Nights Flag Football Program. I wanted to thank you for having a great program and would like to send special thanks to Scott Williamson, Jonathon Harmon and Ethan Machado. Jonathon not sitting on his laurels has continued to improve the program each year. Scott's videos & announcing may soon be up for a Newport Beach Film Festival Award! The parents I have talked to all agree that the program is well run and their kids all have a wonderful time which is the benchmark of a successful program. My son's first coach was Jonathon Harmon who was incredible with the kids and was able to teach them the basics of football, which is not an easy task for 3rd and 4th graders. His next coach was Ethan Machado. I am not sure how Ethan was able to juggle four teams this year? Somehow it was seamless to the boys. He was always on time to practice and was always full of energy - he found new ways to motivate the kids each week. The kids couldn't wait to see the new plays he would dream up for the next team they were facing. He has a unique gift of being able to coach 5th & 6th graders. Having a 6th grader, I can tell you from experience that it's no easy task! Twelve year olds should be called twelveteens.

The City of Newport Beach is fortunate to have such a great group involved in your Friday Nights Flag Football Program!

Thank you very much.

Sincerely,

Tom Thompson



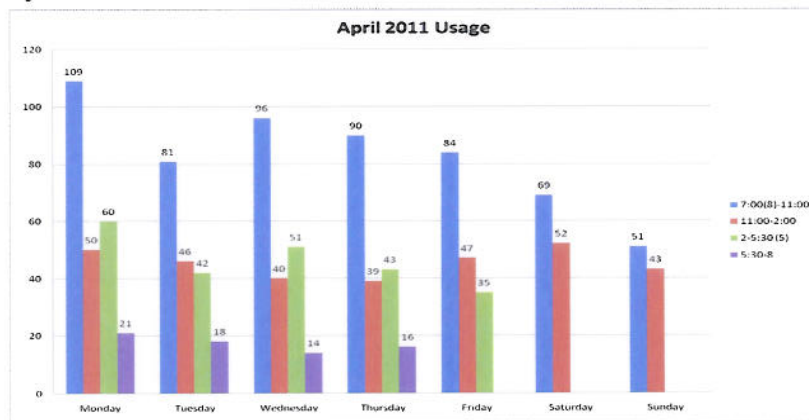
OASIS SENIOR CENTER

🌟 **Fitness Center** - The OASIS Fitness Center (FC) is continuing to achieve its goal of providing a safe, fun and healthy environment for active seniors to stay fit:

- The FC currently has 1780 members
- The most popular time in the FC continues to be between the hours of 7:00 am and 11:00 am. Mondays are usually the busiest day of the week.
- In the month of April, 129 new memberships were sold.
- The following chart displays the average daily use (by day) in the FC.

Average Daily Use	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	238	185	200	188	166	121	93

- Two personal trainers Danielle Hernandez and Robert Keller were added to the FC and introduced to the members.
- The following graph displays “usage” numbers for the month of April in the FC, broken down by hours and days of the week.



🌟 **Senior Artists** – Senior art classes are growing and thriving at OASIS. Adults in their 50s, 60s, 70s, 80s and even 90s are developing their creative side in our state-of-the-art “Art Center”. OASIS offers a wide variety of art classes and workshops: beading, ceramics, drawing, knitting, oil painting, watercolor and woodcarving.





Quote of the Day

The artist is nothing without the gift — but the gift is nothing without work.

-Emile Zola

<u>Upcoming Events</u>	<u>Date</u>	<u>Time</u>	<u>Responsible Staff</u>	<u>Phone</u>	<u>Location</u>
Interpretive Table @ Little Corona	Daily	10am	Michelle Clemente	644-3038	Little Corona
Back Bay Science Center Cmty Days	Sundays	10am	Michelle Clemente	644-3038	Back Bay Science Ctr
Relay for Life	5/20-21		Relay for Life Team	644-3164	NHHS
Summer Class Registration	5/26	8am	Racquel Valdez	644-3151	
Putnam County 25 th Ann Spelling Bee	5/27-6/26	8pm	NTAC Staff	631-0288	Newport Theatre Arts Ctr
CdM 5K	6/4	7am	Janet Cates	644-3154	Ocean Blvd
Hike the Marine Protected Area	6/11	9am	Michelle Clemente	644-3038	Little Corona
Thanksgiving in June	6/17	Noon	Justin Schmillen	644-3244	OASIS Senior Center
Beach Clean Up Day	6/25	9am	Michelle Clemente	644-3038	Little Corona
39 th Independence Day Parade	7/4	10:30am	Matt Lohr	644-3164	Mariners Park
Newport Peninsula Festival	7/4	9am	Matt Lohr	644-3164	38 th Street Park
OASIS Talent Show	7/6	2pm	Justin Schmillen	644-3244	OASIS Senior Center
Coastal Clean Up Day	9/16	9am	Michelle Clemente	644-3038	Little Corona



"Your First Choice for Connecting People, Play & Programs"